



Town of Wenham

Town Hall
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Selectmen / Town Administrator
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MEMORANDUM

TO: Selectmen
FROM: Peter Lombardi, Town Administrator
RE: Town Administrator's Report
DATE: June 16, 2015

Transition

I want to thank the Town's employees, elected and appointed officials, and residents for welcoming me into the community over the past month. Thank you as well to our legislative delegation, Rep. Brad Hill and Sen. Bruce Tarr, for the generous support that they have offered. I have met both collectively and one-on-one with all Department Heads and have asked for their input regarding Departmental and organizational goals, strengths, and areas for improvement. I will consider their feedback as I work with the Board of Selectmen in setting short- and long-term goals when we meet for our annual retreat in the coming weeks.

I have also attended and participated in a number of Committee meetings, and have met with several of our key partners from Hamilton, the Regional School District, Gordon College, and the Regional Emergency Communications Center, trying to get a sense of what issues are most pressing for various town officials and stakeholders,. I will continue to reach out to additional Town Boards and Committees as well as other community leaders in the coming weeks.

Personnel

Carolyn Cary, our Finance Assistant and Payroll Clerk, has announced that she will be returning to school to complete her undergraduate degree. Her last day with the Town will be this Friday, June 19. We have posted this full-time position on the Town website under Current Job Openings, and have also advertised in the Salem Evening News and on Indeed. Even though the deadline to apply isn't until June 26, we have received a large number of applications to date. We have hired part-time staff to fill in on an interim basis during the transition as the Finance Department closes out the fiscal year, and we hope to permanently fill the position by August 1.

The Town has received the finalized job descriptions from the Collins Center and we should have draft wage classification recommendations for every position that was included in the salary survey in the new few weeks, with their final report expected shortly thereafter.

FEMA Reimbursement

The Town has submitted all required paperwork to FEMA for 75% federal reimbursement of costs incurred during this winter's storm event (based on a 48-hour weather window) and is waiting to receive a formal response from our FEMA representative. Given that our costs totaled almost \$60k, we could receive up to \$44,248.35 in one-time reimbursement.

Finance Director Angel Wills has established a special revenue account that will apply these funds to cover the balance of our existing Snow and Ice deficit from FY15. I would like to commend Aleah Gates, Angel, and the entire public safety team for their work in assembling the documentation needed to receive these funds.

IT Upgrades

The top priority identified by both the outgoing and incoming IT support providers to the Town is to upgrade the existing Town Hall and Police Department servers. They have both been out of warranty for more than 5 years and are running on a 2003 operating system.

The appropriation transfer for IT Capital before the Board tonight when combined with the existing FY15 IT Capital balance of \$20k will cover all time and material costs associated with this work, including: one new physical server, a new Microsoft Exchange server, and an upgrade to the current air conditioning unit. These upgrades are imperative to preserve and secure our technology infrastructure and will give users enhanced functionality, better system controls and monitoring, and improved protection against malware and viruses.

Procurement

The Town is now registered with several regional purchasing cooperatives which will help us to leverage our buying power, streamline procurement processes, and save the Town money. These organizations all manage the entire procurement process on behalf of their member communities and are compliant with MA state regulations. *US Communities* is a national collaborative that municipalities can join to receive preferred pricing on products from a wide range of vendors from Home Depot to GameTime (playground equipment), from Graybar (lighting) to Ricoh. *Houston-Galveston Area Council (H-GAC)* provides access to a number of different public safety related products, including fire engines. The particular vehicle that the Fire Department has identified can be purchased through this collaborative, which is similar to the MAPC-FCAM solicitation process.

We also signed on with a number of other area communities who are soliciting vendors for a one-year diesel fuel contract and will receive notice of those bid results in July. Having participated in other similar regional solicitations in the past, I can attest to the fact that they frequently bring in better results than what is offered on the state bid list.

Ambulance Contract

Lyons Ambulance has provided emergency medical services to the Town for many years. Their current contract with the Town is set to expire and needs to be updated. I have met with representatives from Lyons and our public safety leadership to understand the current status and to discuss some potential changes to the upcoming contract. I expect this item will be on a Board agenda at a meeting in the very near future.

LED Streetlights

Town Counsel is currently reviewing the Energy Management Services contract with Siemens for the streetlight LED conversion project. This project will implement the recommendations from the investment grade audit that was conducted earlier this year. Work is expected to begin in the next month or two and should be completed by early fall. Between Green Communities grant funding and the estimated incentives that we will receive for this retrofit, the Town is currently projected to contribute little to no funding for this project and should see an annual operating savings of approximately \$20k in energy costs alone once all the lights have been installed. My thanks to Vicky Masone, our grant-funded Energy Manager, and Bill Tyack, our DPW Director, for their work to date in coordinating the logistics behind this project.

In related news, LED retrofitting of other municipal lighting began last week and should be wrapped up this week. This project, though much smaller in scope, is also funded through the Green Communities grant and should see some moderate energy savings for the Town going forward.

Vicky is also working with Bill to identify other potential energy saving projects that the Town may apply for in the next round of Green Communities technical assistance grants.